



**City of Bristol  
Board of Finance Meeting  
January 24, 2017**

A meeting of the Board of Finance was held on Tuesday, January 24, 2017 at 6:30 p.m. in the Council Chambers of City Hall, 111 North Main Street, Bristol, Connecticut. The following were in attendance: Chairperson Cheryl Thibeault, Vice Chairman John Smith, Mayor Ken Cockayne, Commissioners Ron Burns, Jake Carrier, Orlando Calfe, Derek Czenczelewski, Mike Fiorini and Mike LaMothe. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

**January 18, 2017**

**Ladies and Gentlemen:**

**The Regular Board of Finance Meeting will be held on Tuesday, January 24, 2017 at 6:30 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.**

**Agenda**

- 1. Call to order**  
*Pledge of Allegiance*
- 2. Public Participation**
- 3. Reorganization of the Board**
- 4. Consent Agenda**
  - a. Approval of minutes from the Regular Board of Finance Meeting - December 20, 2016**
  - b. Purchasing: Quarterly Update on the Local Bidding Preference- December 31, 2016**
  - c. Code Enforcement: Additional appropriation of \$326,678 within the Special Grants and Donations Fund**
  - d. Building Department: Transfer of \$6,500 within the Building Department operating budget**
  - e. Library: Additional appropriation of \$1,530 within the Special Grants and Donations Fund**
  - f. Fire Department: Transfer of \$3,500 within the Fire Department's operating budget**
  - g. Personnel/City Council: Transfer of \$32,525 within the General Fund**
  - h. Youth Services: Additional appropriation of \$68,826 within the General Fund - Interdistrict CoOperative Grant**
  - i. Assessor:**
    - 1. Transfer of \$21,000 within the Capital Non-Recurring Fund**
    - 2. Transfer of \$3,000 within the Assessor's operating budget**
  - j. Bristol Development Authority:**
    - 1. Transfer of \$300 within the Community Development Block Grant Fund**
    - 2. Transfer of \$52,243 within the Community Development Block Grant Fund**

3. Refer the Working Cities Challenge - CT Design Grant to Miscellaneous Matters Committee
- k. Public Works:
  1. WPC- Transfer of \$15,000 within the Sewer Operating and Assessment Fund
  2. WPC- Transfer of \$13,700 within the Sewer Operating and Assessment Fund
  3. Transfer of \$12,908 within the Public Works operating budget
  4. Refer the DEEP Recycling Rewards Grant to Miscellaneous Matters Committee
- l. Comptroller's: Transfer of \$25,000 within the Insurance operating budget
- m. Education: Additional appropriation of \$397,826 within the Special Education Grant Fund
5. Committee Reports:
  - a. Insurance Committee - January 18, 2017
  - b. Purchasing Committee - January 24, 2017
6. Personnel:
  - a. Transfer of \$22,170 from the General Fund Contingency Account
  - b. Additional appropriation of \$22,170 within the Equipment Building Sinking Fund
7. Bristol Development Authority:
  - a. Transfer of \$10,000 from the General Fund Contingency Account
  - b. Additional appropriation of \$10,000 within the Capital Projects Fund
8. Parks Department/City Council: Transfer from the General Fund Contingency Account to purchase 14 Muzzy Street
9. New Business:
10. Old Business:
11. Any other matter to come before said meeting
12. Adjournment

1. Call to order

Chairperson Thibeault called the meeting to order at 6:30 p.m.

*Pledge of Allegiance*

2. Public Participation

Shawn Ruest, 53 Lancaster Road, asked if it is permissible to bring up items at a regular Board of Finance meeting that relate to the budget hearings. He then questioned how the amount spent on roads is determined. Chairperson Thibeault responded that the Board of Finance would make notes of the items questioned during the regular meetings, and he is welcome to attend the budget hearings. She summarized the process of Public Works' preliminary budget. Mr. Ruest complimented Cheryl for being very informative and polite.

Mr. Ruest inquired why Working Cities Challenge Grant is sent to Miscellaneous Matters. Comptroller Klocko advised that after the application process, grant information is referred to Miscellaneous Matters for review. The Committee meets on an ad hoc basis.

### **3. Reorganization of the Board**

Vice Chairman Smith opened the floor for nominations for Chairman of the Board.

Commissioner Burns made a motion seconded by Commissioner LaMothe

“To nominate Cheryl Thibeault as Chairperson of the Board of Finance.”

There being no other nominations for Chairman, Vice Chairman Smith called for a voice vote, there being no opposition, he then declared the motion carried.

Chairperson Thibeault opened the floor for nominations for Vice Chairman of the Board.

Mayor Cockayne made a motion seconded by Commissioner LaMothe

“To nominate John Smith as Vice Chairman of the Board of Finance.”

There being no other nominations for Vice Chairman, Chairperson Thibeault called for a voice vote, there being no opposition, she then declared the motion carried.

### **4. Consent Agenda**

- a. **Approval of minutes from the Regular Board of Finance Meeting – December 20, 2016**
- b. **Purchasing: Quarterly Update on the Local Bidding Preference- December 31, 2016**
- c. **Code Enforcement: Additional appropriation of \$326,678 within the Special Grants and Donations Fund**
- d. **Building Department: Transfer of \$6,500 within the Building Department operating budget**
- e. **Library: Additional appropriation of \$1,530 within the Special Grants and Donations Fund**
- f. **Fire Department: Transfer of \$3,500 within the Fire Department’s operating budget**
- g. **Personnel/City Council: Transfer of \$32,525 within the General Fund**
- h. **Youth Services: Additional appropriation of \$68,826 within the General Fund – Interdistrict Cooperative Grant**
- i. **Assessor:**
  1. **Transfer of \$21,000 within the Capital Non-Recurring Fund**
  2. **Transfer of \$3,000 within the Assessor’s operating budget**
- j. **Bristol Development Authority:**
  1. **Transfer of \$300 within the Community Development Block Grant Fund**
  2. **Transfer of \$52,243 within the Community Development Block Grant Fund**
  3. **Refer the Working Cities Challenge – CT Design Grant to Miscellaneous Matters Committee**
- k. **Public Works:**
  1. **WPC- Transfer of \$15,000 within the Sewer Operating and Assessment Fund**

2. WPC- Transfer of \$13,700 within the Sewer Operating and Assessment Fund
3. Transfer of \$12,908 within the Public Works operating budget
4. Refer the DEEP Recycling Rewards Grant to Miscellaneous Matters Committee
- l. Comptroller's: Transfer of \$25,000 within the Insurance operating budget
- m. Education: Additional appropriation of \$397,826 within the Special Education Grant Fund

Commissioner Calfe requested that item 4k3. be removed from the approval of the Consent Agenda.

Commissioner Smith made a motion seconded by Commissioner Czenczelewski  
"To approve the consent agenda, with the exception of item 4k3., and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**4k3. Public Works: Transfer of \$12,908 within the Public Works operating budget**

Chairman Calfe asked if there is a policy for caps on expense items. In response, Public Works Director Walter Veselka commented that the expenditure in question is for an annual conference for which costs were estimated and the budget drafted one and a half years prior to the conference. Comptroller Klocko added that we do not have caps, but the Comptroller reviews all budgets for appropriateness.

Commissioner Smith made a motion seconded by Mayor Cockayne  
"To approve item 4k3 as part of the Consent Agenda."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**5. Committee Reports**

**a. Insurance Committee - January 18, 2017**

Commissioner Smith noted that the city's experience with Workers Compensation has been favorable for five or six years due to the integration of the consultant and City Staff. He suggested that thank you notes be sent to those involved. It has been an exceptionally good year for health insurance. Comptroller Klocko added that training, asking the right questions of the consultant, and cost sharing has helped.

Commissioner Carrier made a motion seconded by Commissioner LaMothe  
"To accept the Insurance Committee Report from January 18, 2017 and place it on file."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**b. Purchasing Committee – January 24, 2017**

Commissioner Czenczelewski discussed the committee's review of guidelines for debarment and fixed asset depreciation costs for the synthetic turf fields. Based on the Purchasing Agent's recommendations as reviewed by the auditors, and considering the schedules used by other municipalities, a 15 year depreciation schedule was settled on. Roger Rousseau added that Corporation Counsel's recommendations on the debarment guidelines include providing proper notice to contractors. In addition, there should be a formal hearing with formal documentation. Roger indicated that our guidelines are generally based on those of the Town of Trumbull, and will be published on the Public Purchasing Association of Connecticut website.

Commissioner Calfe made a motion seconded by Commissioner Burns  
"To approve the Debarment Guidelines as presented by the Purchasing Agent, and referred to our full Board of Finance for its approval, to be effective February 1, 2017."

Roger added that the debarment time period is two years, and that companies can make an appeal for reinstatement during that period. The debarment procedure will be placed on the city's website. Roger will communicate with all departments to make them aware of companies being debarred. Debarred companies will not be listed on the website.

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Commissioner Calfe made a motion seconded by Commissioner Fiorini  
"To accept the recommendation of the Purchasing Agent for setting of useful life at 15 years for synthetic fields for the purpose of fixed asset reporting and refer to our full Board of Finance for its approval and incorporation into the Fixed Assets Policy."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Commissioner Calfe made a motion seconded by Commissioner Czenczelewski  
"To accept the Purchasing Committee Report from January 24, 2017 and place it on file."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**6. Personnel Department**

**a. Transfer of \$22,170 from the General Fund Contingency Account**

Commissioner Burns made a motion seconded by Commissioner Smith  
"To transfer \$22,170 from the General Fund Contingency Account to Operating Transfer Out - Special Revenue and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**b. Additional appropriation of \$22,170 within the Equipment Building Sinking Fund**

Commissioner Czenczelewski made a motion seconded by Commissioner Burns  
"To make an additional appropriation of \$22,170 within the Equipment Building Sinking Fund for door locks and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Referring back to item 5(b), Chairperson Thibeault thanked Roger and the Purchasing Committee for putting together debarment guidelines.

**7. Bristol Development Authority**

**a. Transfer of \$10,000 from the General Fund Contingency Account**

Commissioner Fiorini made a motion seconded by Commissioner Burns  
"To transfer \$10,000 from the General Fund Contingency Account to Operating Transfer Out – Capital Projects Fund and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**b. Additional appropriation of \$10,000 within the Capital Projects Fund**

Commissioner Smith made a motion seconded by Commissioner Czenczelewski  
"To make an additional appropriation of \$10,000 within the Capital Projects Fund for consulting services and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**8. Parks Department/City Council**

**a. Transfer from the General Fund Contingency Account to purchase 14 Muzzy Street**

Mayor Cockayne made a motion seconded by Commissioner LaMothe  
"To make an additional appropriation of \$110,000 funded by General Fund Transfers In for the purchase of 14 Muzzy St. and related demolition and outstanding water/sewer charges and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Mayor Cockayne gave a synopsis of the property and what transpired with the bank foreclosure. Chairperson Thibeault commented that there should have been a special meeting to discuss the property. Robin Manuele added that there was \$60,000 remaining from the closeouts of other capital projects, which were rescission of the Wilson parking project swept to this project. The remaining \$50,000 will be funded by the Parks Department.

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Commissioner LaMothe made a motion seconded by Commissioner Calfe  
"To rescind the appropriation of \$50,000 within the Capital Projects Fund for Wilson Field Parking and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

#### **9. New Business**

Orlando shared his thoughts on Bristol unity, noting that the budget discussions should refer to the city and Board of Education as one entity rather than to "us" and "them." Chairperson Thibeault added that we do refer to "our" in discussions. Commissioner Klocko added that, as interim Business Manager for the BOE, the Finance Committee of BOE has indicated that they have no interest in being divisive. Mr. Klocko mentioned that the new Business Manager will be coming on board February 13<sup>th</sup>, and has been meeting with Mr. Klocko weekly.

#### **10. Old Business**

In response to a question by Orlando, the Mayor advised that we could not have planned for the purchase of the Muzzy Street house, and future development of the property will be in the Parks Department budget. Comptroller Klocko noted that it is a great opportunity, being across from the main entrance to Muzzy Field. Commissioner Burns indicated that he would like to be better informed where we are heading as a city.

A discussion followed regarding a proposed Strategic Plan for the city. Commissioner Smith commented that a Strategic Plan is a living document, and is a governance issue. Various municipalities have their plans outlined on their websites. He added that a two-year term isn't long enough for a Mayor to implement a plan. Mayor Cockayne added that he will work with Corporation Counsel to come up with a policy to implement a strategic plan, and is confident that the grand list will increase this year with all of the work that has been done. Commissioner Czenczelewski suggested starting with the Plan of Conservation and Development, which was distributed a couple of months ago. It is supported by the capital improvement plans completed the various departments, and the policies and initiatives of various boards.

Mayor Cockayne made the motion seconded by Commissioner Calfe  
"To bring a motion to the table concerning creating a Special Education Special Revenue Fund."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

The topic of a special education special revenue fund had been raised in September and October. Comptroller Klocko discussed the proposed fund with our auditors and with the Chairman of the Board of Education. He has also raised the topic at BOE Finance Committee meetings. As this is the largest growing area to contain costs, the special revenue fund would provide a way to match special education revenues with expenditures. Mr. Klocko discussed the topic of Maintenance of Effort (MOE) with the attorney for the Board of Education. He added that the fund would be one line item in the BOE budget, represented as an Operating Transfer Out to Special Revenue Fund. Any surplus would remain in the special revenue fund rather than being sent to fund balance.

Mayor Cockayne made a motion seconded by Commissioner Calfe  
"To recommend to the Board of Education that a Special Education Special Revenue Fund be incorporated in the next budget season."

Mayor Cockayne indicated that the fund is a great idea. Comptroller Klocko added that last year, \$1 million was transferred out of the special education budget by the BOE. This can't happen with a special revenue fund without the prior approval of the Board of Finance. Chairperson Thibeault noted that using a special revenue fund would help the Board of Education follow the Maintenance of Effort. Following additional discussion on the topic, it was agreed that the Board of Finance liaisons will present information about the fund to the BOE Finance Committee. A vote will be planned for the following Board of Finance meeting.

Mayor Cockayne withdrew his motion, seconded by Commissioner Burns, to create the special education special revenue fund to be incorporated in the next budget season.

#### **10. Any other matter to come before said meeting**

Comptroller Klocko noted that the auditors have been asked to present at the next meeting. They just completed the second year of a three-year contract, and will show that the city had a good year. Other topics will include a GASB pronouncement regarding OPEB funding.

Mayor Cockayne provided an update on the State budget, noting that the majority leader hopes to have a budget before we adopt ours. State Representatives will be invited back this year to provide an update.



### 11. Adjournment

Mayor Cockayne made a motion which was seconded by Commissioner Smith  
"To adjourn at 8:00 p.m."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Attest:

A handwritten signature in black ink, reading "Glenn S. Klocko". The signature is written in a cursive style with a large, stylized 'G' and 'K'.

Glenn S. Klocko  
Board of Finance Clerk

